

SECTION: ADMINISTRATION	SUBJECT: STAFF EXPENSE ALLOWANCES
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Original Resolution No.: 90-11-07
 Revision Resolution No.: 96-07-27
 Revision Resolution No.: 98-10-66
 Revision Resolution No.: 98-10-66
 Revision Resolution No.: 03-10-41

Revision Resolution No.: 03-10-21
 Revision Resolution No.: 04-10-71
 Revision Resolution No.: 05-10-05
 Revision Resolution No.: 06-10-08
 Revision Resolution No.: 07-10-68

Revision Resolution No.: 08-01-16
 Revision Resolution No.: 08-10-58
 Revision Resolution No.: 11-04-47
 Revision Resolution No.: 11-10-64
 Revision Resolution No.: 15-02-21
 Revision Resolution No.: 16-10-10

County Management and Staff

Expenses: Parking, hotel and taxi expenses, when required for County use, will be paid for by receipt. Hotels will be booked using the most economical way possible. If any employee chooses to upgrade their room the additional cost is to be covered by the employee.

Meal Allowances

Breakfast	\$20.00
Lunch	\$20.00
Supper	\$30.00

Administrator/CAO (Home Office per Month) \$500.00

Travel Allowance: Will be paid at \$0.54 per kilometre. Air travel will be encouraged when it is less expensive. Staff is encouraged to travel together in one vehicle, when possible, to reduce expenses.

Miscellaneous Expenses

Staff who incur expenses in the conduct of their duties shall, with the approval of Senior Management, be reimbursed for the actual cost of such expenses, including, but not limited to:

1. Purchase of materials for the explicit use of the County.
2. Payment of meals for themselves and members of government or business representatives while on County business.
3. Telephone toll charges incurred on personal billings while conducting County business.